



PROCESSING CASUAL PAYMENTS



**Operational Support Team
United States Army Financial
Management Command**



AGENDA



- ◆ **PROCESS CASUAL PAYMENTS FOR ACTIVE COMPONENT**
- ◆ **PROCESS CASUAL PAYMENTS FOR RESERVE COMPONENTS**
- ◆ **SUPPORTING DOCUMENTATION**



REPORTING CASUAL PAYMENTS ACTIVE COMPONENT



PC03- Report Casual Payment

Casual Payment- is an entry that reflects money paid to a member while in transit or locally. The payment can be during PCS, leave, or for any reason that causes the member to be away from their home station. A **DW** repayment entry is also posted to the MMPA if this money is to be collected back.

**PC-CSL PAY* ENTRY-OPEN-DT 010111 10 01 2 ENTRY-CLSD-DT 010111 10 01 2
CNTRL-CODE 2 DATE-VOU 001115 AMT 500.00 VOU-NR PJR00008 GOVT-AGENCY A
ADSN 8381**



REPORTING CASUAL PAYMENTS ACTIVE COMPONENT



The **DW** entry is a computer-generated entry to collect funds for a partial or casual payment. When a casual or partial payment is posted to the MMPA, the computer automatically collects the funds that are available in the P5 entry (Pay Authorization) to satisfy the casual or partial payment. If the P5 entry does not have sufficient funds to satisfy collection, the computer generates a DW entry for any balance due after the current month P5 entry is reduced to zero. The DW entry is suspended with an action indicator Q8. A DW suspense-type 2 is created to open the DW entry the first update on or after the first day of the next calendar month.

DW-INDEBT PAYMT CSL/PART* ENTRY-OPEN-DT 960305 06 03 1 ENTRY-CLSD-DT 960305 06 03 1 CNTRL-CODE 2 ACTN Q3 START 960305 STOP 960305 DEDTN-MM 0.00 DEDTN-CM 250.00 DEDTN-NM 0.00 DEDTN-AMT 250.00 SPEC-INDEBT 250.00 BAL-DUE-CM 0.00 CAL-YR 96 PAYMT-TYPE G



REPORTING CASUAL PAYMENTS ACTIVE COMPONENT



PC03 - Report - Payment of Casual Payment

Member Information Cycle: Q1 Julian Date: 072

SSN Name

Action Type

☒ Report ☐ Correct ☐ Cancel ☐ Recycle

Transaction Information

Voucher Date	<input type="text" value=""/>
Accountable ADSN	<input type="text" value=""/>
OverRide	<input type="text" value=""/>
Voucher Number	<input type="text" value=""/>
Voucher Amount	<input type="text" value=""/>
Military Personnel Classification	<input type="text" value=""/>

Input Source



REPORTING CASUAL PAYMENTS ACTIVE COMPONENT



PC03 Report- Payment of Casual Payment

Voucher Date: YYMMDD; effective date of the payment voucher.

Accountable ADSN:

ADSN of an accountable Disbursing Officer if different from input Disbursing Officer; otherwise blank. If the Input ADSN is 38XX, then this field must be for Central Site only.

Override: **LEAVE BLANK**

Voucher Number: Must be 8 alpha-numeric

Amount Paid: Amount paid to member in dollars and cents, utilizing the decimal

point if not full dollars.

Military Personnel Classification: 510 = Officer, Warrant Officer, Academy, 530 = Enlisted



REPORTING CASUAL PAYMENTS ACTIVE COMPONENT



PZ03-Report - Payment Voucher Total

Member Information Cycle: S1 Julian Date: 097

SSN Name

Action Type

☒ Report ☐ Correct ☐ Cancel

Transaction Information

Voucher Date	<input type="text" value="090101"/>	
Govt Agency	<input type="text" value="A - Member paid by their o"/>	
Accountable ADSN	<input type="text" value="5570"/>	
OverRide	<input type="text"/>	Accumulator Total Amount
Voucher Number	<input type="text" value="KA650151"/>	<input type="text" value=".00"/>
Voucher Amount	<input type="text" value="2000.00"/>	
Payroll Number	<input type="text"/>	
Military Personnel Classification	<input type="text" value="510- OFFICER"/>	

Input Source

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REPORTING CASUAL PAYMENTS ACTIVE COMPONENT



PZ03 is used to report the total card for each casual payment disbursed. This transaction is necessary in order to balance the MAFR line. Every **PC03** must be accompanied by a **PZ03**.



REPORTING CASUAL PAYMENTS RESERVE COMPONENT



DW - Collection of Partial or Casual Payments

Member Information Cycle: RP1000 Julian Date: 276

SSN: 123456789 Name: GIJOE PayGrade:

PAS: 24 ST-PGMA: BAH Status/Type: _/_ DOS:

Action Type

☒ Report ☐ Adjust ☐ Cancel

Transaction Information

Date Casual/Partial Payment Started	060101
Casual/Partial Payment Amount	1428.00
Payment Type	5 - Partial Payments
Accounting Processing Code	01P590
Deduction Rate Code	<input type="text"/>
Specified Deduction Amount	<input type="text"/>
Voucher Number	00000001
DSSN/ADSN	5570
Authorization Number	001
Component of Pay	T1
Order Number	<input type="text"/>



REPORTING CASUAL PAYMENTS RESERVE COMPONENT



DW07 - Adjust - Collection of Partial or Casual Payments

Member Information Cycle: AAA111 Julian Date: 318

SSN Name

PAS ST-PGMA BAH Status/Type DOS

Action Type

☐ Report ☒ **Adjust** ☐ Cancel

Transaction Information

Start Date of Casual/Partial Payment	<input type="text"/>
Stop Date of Casual/Partial Payment	<input type="text"/>
Casual/Partial Payment Amount	<input type="text"/>
Payment Type	<input type="text"/>
Accounting Processing Code	<input type="text"/>
Deduction Rate Code	<input type="text"/>
Specified Deduction Amount	<input type="text"/>
Order Number	<input type="text"/>

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REPORTING CASUAL PAYMENTS RESERVE COMPONENT



The **DW03** entry is used to collect funds for a partial or casual payment. A Reservist/National Guard member's pay can be input as a Casual or Partial pay when necessary. If the casual or partial pay is a twenty four (24) EFT payment it will collect in full if the net pay is sufficient to clear the debt with-out reverting to the 2/3's rule.

The **DW07** entry is used to adjust the amount of collection (whether it be a full collection or prorated) in order to balance the MAFR line. The DW03 and DW07 must have matching information.

*****The Casual or Partial Pay debt is usually not prorated*****

0	DW03	MULTA1210241210240035000522R154 006251475570 001A6H3	
A 319			
0	DW07	MULTA1210241210240035000522R1543	H3
A 319			



REPORTING CASUAL PAYMENTS



Supporting Documents:

- DD form 117 (Military Pay Voucher)
- DD form 1351-6 (Multiple Payment List)
- Disbursing files

*****Forward all non-Army casual payments to correct component*****



REPORTING CASUAL PAYMENTS



MILITARY PAY VOUCHER
IDENTIFICATION AND CERTIFICATION

1. DEPARTMENT: ARMY
2. VOUCHER NUMBER: 962024
3. ATTACHMENT: Pages: 1
4. ORGANIZATION AND LOCATION: FOB STONE
5. PAYROLL NUMBER: 8850
6. PURPOSE OF PAYMENT: 70: See Attached
7. PAID BY: FOB STONE
8. TYPED NAME OF DISBURSING OFFICER: OMAR S TYSON
9. DSSN: 8850
10. SIGNATURE OF DISBURSING OFFICER OR DEPUTY: (Brief Stamp)
11. SIGNATURE OF AGENT OFFICER: 12. DATE PAID: 09/14/2012
13. APPROPRIATION CHARGES: 21 Rd 2 2010 0000 90 0000 ZB14M40000 4140 US CASUALPAY134 P217 000000 012120
14. AMOUNT: 100.00
15. PREPARED BY: CASHIER 3 THREE
16. REVIEWED BY: OMAR S TYSON
17. TOTAL \$: 100.00
18. AMOUNT: 100.00
19. PAID BY CHECK NUMBERS: TO: ENCL
20. AMOUNT: 100.00
21. I acknowledge receipt of cash payment in amount stated
SIGNATURE OF PAYEE (For an individual cash payment)
DO FORM 117, SEE 77 (80) SECTION OF 1 MAY 14 WILL BE USED UNTIL EXHAUSTED. FORM APPROVED BY COMPTROLLER GENERAL, U.S.

MULTIPLE PAYMENTS LIST ACTIVE ARMY OFFICER

Page of Pages

AUTHORITY: Title 5 USC 5516, 5517, 5520, and 5701-75
PRINCIPAL PURPOSE(S): Used to supplement DD Form 129, "Payroll Voucher or Subvoucher," to substantiate claims for reimbursement when multiple (vehicles of an organization are used) or official travel at the same time, between the same points, and accounting data is the same. The information collected may be used as a payroll list.
ROUTINE USE(S): Information may be furnished to an employer's state and/or local taxing authority, to comply with agreements entered into by the Secretary of the Treasury, for verification of 8(a) information used for an individual in a pay return, in addition, release of information of this form may be made to Federal, state, local or foreign law enforcement agencies, for investigation of and possible prosecution of an individual charged with violating any law, statute, rule, regulation, or order in this case for restriction.
DISCLOSURE: Voluntary; however, failure to furnish requested information may result in total or partial denial of amounts claimed.

1. TYPE OF PAYMENT (Check applicable)
MILITARY PAY (MP) TRAVEL ALLOWANCE (TA) ☒ LOCAL PAY
2. PAYROLL NUMBER (if applicable): 510
3. DATE OF COMPUTED PAYMENT: 12-Sep-12
4. ORGANIZATION AND STATION: A Det, 106th FMCO, Cashier:
5. PAYEE IDENTIFICATION
a. LAST b. FIRST c. MI d. SSN e. TRAVEL ORDER OR OTHER AUTHORITY f. AMOUNT g. SIGNATURE OR CHECK NUMBER
1. L O O M E Z S A L E N A C 497451234 \$ 100.00 1
2. B O O N E J O H N 123456789 \$ 200.00 2
3. \$ 0.00 3
4. \$ 0.00 4
5. \$ 0.00 5
6. \$ 0.00 6
7. \$ 0.00 7
8. \$ 0.00 8
9. \$ 0.00 9
10. \$ 0.00 10
11. \$ 0.00 11
12. \$ 0.00 12
13. \$ 0.00 13
14. \$ 0.00 14
15. \$ 0.00 15
16. \$ 0.00 16
17. \$ 0.00 17
18. \$ 0.00 18
19. \$ 0.00 19
20. \$ 0.00 20
21. \$ 0.00 21
22. \$ 0.00 22
23. \$ 0.00 23
24. \$ 0.00 24
PAGE TOTAL \$ 0.00
6. ACCOUNTING CLASSIFICATION: 21 2 2010 0000 90 0000 ZB14M40000 4140 US CASUALPAY88500 P217 000000 012120
7. PURSUANT TO AUTHORITY VESTED IN ME, I CERTIFY THESE STATEMENTS ARE CORRECT AND PROPER
a. NAME AND TITLE OF CERTIFYING OFFICER (Please type): SGT Pascual, John
b. CERTIFYING OFFICER (Signature):
DO FORM 1351-6, JUN 83 (EG) Replaces DD Form 115 (MAY 74), 1351-1 (SEP 81), and 1351-6 (NOV 64), which may be used until OGC 91, 1993.

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Questions

